

GEORGIA DEPARTMENT OF LABOR  
EMPLOYMENT SECURITY AGENCY  
ADMINISTRATIVE SERVICES DIVISION  
RECORDS MANAGEMENT AND CONTROLS

313-16  
5

Application Number

APPLICATION FOR  
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date:  
August 12, 1980

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received	Application No.	Date Completed
OCT 2 1980	73-536-A	NOV 17 1980

Record Series Title: 73-536 Unemployment Insurance Paid  
Check Files

Person to Contact:

Item number to be amended: Item 16 on old form  
Item 10b on new form

Telephone No. 656-3040

Reads as follows: no on confidentiality of records

Amended to read: yes on confidentiality of records

Reason for change: Georgia Employment Security Law, Ga. Code Annotated, 54-642, 1M

54-637 (1)  
54-637 g (1)

AUTHORITY:

Division Director/Designee:

Date 9-29-80

Records Management Officer (RM&C):

Date 8/12/80

ESA Director:

Date 9/29/80

State Auditor/Designee:

Date 10-30-80

Secretary of State/Designee:

Date 10-27-80

Attorney General/Designee:

Date 11-12-80

GEORGIA DEPARTMENT OF LABOR  
EMPLOYMENT SECURITY AGENCY  
ADMINISTRATIVE SERVICES DIVISION  
RECORDS MANAGEMENT AND CONTROLS

313-16  
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Application Number  
73-536

APPLICATION FOR  
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date:

5/27/80

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received	Application No.	Date Completed
JUN 25 1980	73-536-A	JUL 2 1980

Record Series Title: 73-536  
Unemployment Insurance paid check files

Item number to be amended: 12

Person to Contact: 656-3054  
Ellis Bransford, Benefit Claims  
Telephone No. or Pat Fridell 656-3058  
Investigations

Reads as follows: hold in current files area 1 year or until State  
Audit is completed, whichever is later; then transfer to State  
Records Center; hold 3 years; then destroy.

Amended to read: ... State Records Center; hold 4 years; then destroy.

Reason for change: The Inspector-General maintains quality control checks on fraudulent claims made on unemployment insurance funds by using a "cross-match" check between unemployment claims and taxes made on employers' wage contributions to the unemployment insurance fund. The Investigations sections uses these source documents particularly when strong evidence

AUTHORITY: is a prerequisite.

Division Director/Designee: *Ellis Bransford*

Date: 6/23/80

Records Management Officer (RM&C): *W. B. Madden*

Date: \_\_\_\_\_

ESA Director: *Walter B. ...*

Date: \_\_\_\_\_

State Auditor/Designee: *W. B. ...*

Date: 7-1-80

Secretary of State/Designee: *Carroll Kent*

Date: 6/30/80

Attorney General/Designee: *W. B. ...*

Date: 7/2/81



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
1

1. Application Date <b>October 19, 1973</b>	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	<b>FOR RECORDS MANAGEMENT DIVISION USE</b>	
2. Agency Application No. <b>DL-015</b>		Date Received <b>OCT 22 1973</b>	Application No. <b>73-536</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Georgia Department of Labor Unemployment Insurance Division Claims Operations - Room 70F - State Office Building Atlanta, Georgia 30334</b>		4. Person to Contact <b>N. Ellis Bransford</b>	
		5. Working Title <b>Supervisor</b>	6. Tel. No. <b>656-3054</b>

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest  
Dates of Series

1-1-70 to date

9. Exact Series Title

Unemployment Insurance Paid Check Files

10. What is the function of the office in which this record series is created?

The function of the Unemployment Insurance Division is to implement the Georgia Employment Security Law which requires that legal entities employing workers in Georgia report and pay taxes on wages of such workers; and to subsequently pay unemployment insurance benefits to such covered workers when they become unemployed through no fault of their own and when they comply with certain eligibility requirements of the law.

Administers payments under UC, UCFE, UCX Programs. Claims Operations Unit receives and approves claims for individuals both monetarily and non-monetarily. Reviews and processes certifications requiring payment of benefits.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

These files relate to unemployment insurance. Files are paid checks for unemployment benefits. The files are arranged by date and check number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers				Trays - 264	180		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
3 X 8 Card Trays	22	.38		This Year's	Last Year's	Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	2	NONE		

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [x]
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. ☐ [ ] ☒ [x]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [ ] ☒ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [x]

24. REQUIREMENTS. The following requires the files to be kept 4 years:

- a. ☐ [ ] STATE LAW    b. ☐ [ ] STATUTE OF LIMITATION    c. ☐ [ ] AUDIT PERIOD    d. ☐ [ ] FEDERAL LAW    e. ☒ [x] ADMINISTRATIVE DECISION    f. ☐ [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)  
Based upon standards of disposition for other departments.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [ ] CALENDAR YEAR ☐ [ ] FISCAL YEAR ☒ [x] OTHER close of each month, then:

Hold in current files area 1 year or until audit is completed, whichever is later, then transfer to State Record Center, hold 3 years, then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

To eliminate filing equipment and floor space required to hold inactive records thereby freeing up floor space for other needed activities. *Modified on 10/25/73 TO INCLUDE audit REQUIREMENT*

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>John C. Carroll</i>			
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> [ ] Approved <input type="checkbox"/> [ ] Disapproved	<i>William M. Dyer</i> (Director)	10-22-73
	State Auditor/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>William M. Dyer</i>	10-22-73
	Secretary of State/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>Carroll Hays</i>	10-22-73
	Attorney General/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>Robert J. Hall</i>	10-22-73

STATE RECORDS  
COMMITTEE